



SANDY SPRINGS™

GEORGIA

REQUEST FOR PROPOSALS

ITS MASTER PLAN

Proposals are due:

October 3, 2018 2:00 p.m.

Sealed proposals will be received **no later than October 3, 2018, 2:00 p.m.** The City of Sandy Springs will only accept online submissions for this RFP through the Bonfire Portal at **<https://sandysprings.bonfirehub.com/projects/view/10199>**. Any proposal submitted in any other format (email, paper, fax, mail, etc.) will not be accepted for any reason.

General Information:

1. All communications regarding this solicitation must be with the assigned Procurement Agent, Dezirae Gaines, purchasing@sandyspringsga.gov.
2. All questions or requests for clarification must be sent via Bonfire under Message - Opportunity Q&A: **<https://sandysprings.bonfirehub.com/projects/view/10199>**. Questions are due **no later than September 21, 2018, 5:00 p.m.** Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at **<https://sandysprings.bonfirehub.com/projects/view/10199>**. It is the Offeror's responsibility to check the Bonfire portal for any addendums or other communications related to this solicitation.
4. The form of contract ("Model Contract") the City intends to execute with the selected Offeror is included as Attachment C for your review.
5. The City of Sandy Springs reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Sandy Springs.
6. An Offeror's RFP Checklist is provided for your convenience below. This checklist is provided for assistance only and should not be submitted with your proposal.

Questions may be submitted until 5:00 p.m., September 21, 2018. Questions received after this date and time may not be answered.